

St. Bartholomew's Parish

Job Title: **PASTORAL PLAN COORDINATOR**

Accountable to the Pastor (and Parochial Vicar)

FLSA Status: Exempt

At Saint Bartholomew Parish, Clergy and parishioners resolved to **IMPLEMENT a PASTORAL PLAN** with MISSION and VISSION statements along with eleven goals and specific action steps which hopefully will be completed over the identified timeframe in response to Jesus' call to continuing EVANGELIZATION. The Pastoral Plan Coordinator position ENCOMPASSES ALL aspects of the Parish MINISTRY to create a vibrant community of DISCIPLES.

Position Summary

The Pastoral Plan Coordinator (PPC) is responsible for coordinating ALL MINISTRY activities of the parish, among the staff, volunteers and lay advisory groups to ensure that St. Bart's parish mission and vision are accomplished effectively and efficiently. In summary, the PPC is responsible for the following:

1. Coordination of the implementation of the Pastoral plan which includes but NOT LIMITED to Faith Formation, Social Justice and Liturgy.
2. Overseas the Financial resources, IT systems and physical facilities of the Parish.
3. Handles all Human Resources matters related to Parish Staff
4. Overseas Communication between parish staff and volunteers to ensure that they are working together collaboratively in support of the Parish mission, vision and specific goals of the pastoral plan.
5. Serves as conduit between Pastoral and Finance Councils, Parish Committees and St Bart's staff.

The PPC will need to have a broad strategic (360 degree) view of the Parish Ministry and therefore, must have a wide range of expertise, including financial oversight and budgeting and project management and planning skills. The PPC must be experienced with supervising both operational staff, contractors, and volunteers. He/she will be accountable for enabling the Parish ministries by overseeing budgetary, scheduling and planning processes. In summary, the PPC should be a proven leader who can nurture a culture of shared responsibility, clear accountability, and spiritual discernment among both internal and external constituencies.

Specific Responsibilities

1. Implementation of the Pastoral Plan

- Prepare a strategic roadmap to guide implementation of the pastoral plan
- Assign staff to work with Council and committee members to execute pastoral plan goals
- Assess progress and report to Pastor, Councils and Parishioners on a regular basis

2. Stewardship of Financial Resources

- Oversees all financial operations of the Parish, ensuring compliance with applicable regulatory and Archdiocesan financial accounting and reporting requirements

- Maintains an effective system of internal controls to ensure the safeguarding of assets and the accuracy and completeness of records.
- Oversees financial accounting processes:
 - bookkeeping, banking, purchasing and payment processes, ensuring payment of all parish invoices and reimbursements in a timely manner.
 - collection of parish revenues and reporting to donors in an accurate and efficient manner.
- Analyzes revenues and expenditures and makes recommendations to improve Parish financial situation, as needed.
- Oversees the annual budgetary process, considering the needs and capacities of the Parish.
- Works with the Pastor and Councils to design and implement fundraising initiatives and execute accordingly.
- Serves as Staff liaison to the Parish Finance Council, working with Council chair to prepare agenda and providing robust reporting for the Council and other relevant groups.

2. Parish Facilities Oversight (Church, Rectory, Parish Center, Tulane Building and grounds)

- Oversees general operations and improvements of the physical plant (Building use, lease agreements and calendar planning, in accordance with SF Archdiocesan guidelines and consultation with the Pastor).
- Works with Finance Council and Buildings sub-committee to develop capital expense projects and maintenance schedule to ensure facilities are adequately maintained.
- Oversees and approves purchases and maintenance of office supplies, and other equipment, including researching vendors and negotiating contracts with suppliers of goods and services.

3. Human Resource administration

- Administers procedures for tracking attendance, vacation, sick leave, and other leaves of absence in accord with applicable laws and regulations.
- Oversees operational staff and administrative volunteers to ensure a professional, positive work environment.
- Develops and implement policies and procedures for parish operations, as needed.
- Facilitate Staff performance appraisal process, and periodic progress reporting.
- Ensures compliance with all Federal, State and local employment laws, including regulations regarding exempt status and overtime rules.
- Under the direction of the Pastor, develops job descriptions and coordinates hiring and on-boarding of all employees.
- Oversees payroll and benefit packages for all employees
- Oversees proper background checks and training for all employees, in compliance with Archdiocesan guidelines.
- In conjunction with the Pastor, administers grievance and/or personnel issues in an appropriate manner, in accordance with the policies of the Parish and the Archdiocese.

4. IT Infrastructure administration

- Oversee the ecosystem of systems that support St. Bart's parish activities
- Maintain parishioner records, contributions, and other essential data to enable efficient and effective ministry work.
- Ensure that the systems are upgraded on regular schedules and are secured.

- Promote healthy behaviors which will protect Parish data and information resources from unauthorized access or damage.

5. Development Planning

- Convenes all Staff meetings, ensuring meeting notes are taken, and facilitates follow-up of action items
- Collaborates with the Pastoral and Finance Councils and other Committees of the Parish to create appropriate processes for planning and execution of the Parish mission and Pastoral Plan. Assigns tasks and/or follow-up responsibility, as appropriate, to Parish Staff and/or volunteers.
- At the direction of the Pastor, convenes strategic and operational planning groups to effect integration among the various constituencies of the Parish.

Required Knowledge, Skills and Abilities

- Excellent verbal and written communication skills.
- Excellent organizational skills.
- Computer proficiency: data base, word procession, etc.
- Working knowledge of principles and practices of project management
- Working knowledge of principles and practices of business administration
- Working knowledge of financial facilities principles and practices
- Working knowledge of electrical and mechanical systems
- Working knowledge of procurement and contracts
- Sound knowledge of health, safety and environmental regulations
- Experience in construction, maintenance and all facets of facility operation
- Supervisory experience
- Solid computer and systems knowledge
- Ability to create long range plan and manage the daily details of implementation.

Job Requirements

Education/Experience Required

- Bachelor's degree in Operataions/Facilities Management, Facilities Engineering or related qualification such as project management, business management or construction management
- Bachelor's degree in finance or accounting, or equivalent business experience and 10+ years of progressively responsible experience

B. Competencies

- communication skills
- planning and organizational skills
- negotiation skills
- problem analysis
- decision-making
- judgment
- customer service orientation
- adaptability
- team work

C. Interpersonal Skills

- Must be a mature-minded person who is able to work well with others in a team environment.
- Very accurate, thorough, flexible.
- Is accurate, thorough, and efficient. Have a positive attitude and flexibility to perform out of the ordinary job tasks.
 - Must be able to work without supervision.
 - Works willingly with all levels of management, parents, and teachers.
 - Must be able to maintain regular and consistent attendance. Reports to work on time, maintains a stable work attendance record, and timely and accurately complete employee timesheets.

Physical Demands/Work Environment

Must be able to:

- Use strength to lift items needed to perform the functions of the job.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, technology equipment, computers, and/or controls.
- Have the abilities to prioritize demands, juggle multiple tasks.
- Work under pressure of meeting multiple demands
- Politely manage numerous interruptions, more often generated by the public.

Language Skills

- Must have an effective command of the spoken English language to be able to effectively communicate both internal and external customers
- Must possess good oral and written English language skills. Can demonstrate the ability to understand and follow complex oral and written instructions; an ability to write legibly.
- (Effectively communicate in Spanish preferred.)

This job description shall not be construed as declaring what all the specific duties and responsibilities are. It is not intended to limit or in any way modify the right of the owner to assign, direct, and/or control the work of employees under her supervision.

The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Signatures

EMPLOYEE SIGNATURE	DATE
Pastor's Signature	Date

